



# CITY OF HOUSTON

## JOB DESCRIPTION

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Job Code: 902.5

Job Title: **LIBRARIAN III**

Pay Grade: 23

### **GENERAL SUMMARY:**

Performs professional library work. Manages single neighborhood library unit, small grouping of neighborhood libraries, and/or serves as Assistant Manager in a library unit.

### **RESPONSIBILITIES:**

- Manages all day-to-day operations of a divisional unit.
- Participates in the allocation of assigned budget and monitors expenditures.
- Recruits, trains, evaluate and counsels department staff.
- Prepares statistical and narrative reports for management presentation.
- As Senior Reference Librarian, provides reference services for library patrons and other libraries. May also serve as consultant to other libraries.
- Interprets and teaches use of complex indexes, directories, guides, business services, files, catalogs, databases, online resources, etc. in response to clients' information needs.
- Coordinates and supervises Collection Development within established budget guidelines, providing feedback and evaluation as appropriate.
- Performs community activities and programs.
- Analyzes community and develops and implements marketing plan to promote the library.
- Performs original cataloguing and classifies all library materials.
- Performs administrative tasks as assigned.

### **SPECIFICATIONS:**

#### **KNOWLEDGE:**

Requires Master of Library Science degree from a school accredited by the American Library Association.

## **SPECIFICATIONS: (continued)**

### **EXPERIENCE:**

Three years of library experience are required, including one year of management experience.

### **COMPLEXITY:**

Work is somewhat complex and varied, and may require the simple interpretation of technical and detailed guidelines, policies and procedures.

### **IMPACT OF ACTIONS:**

Errors in work lead to minor inconvenience and incur some costs. Work is typically performed under limited supervision with alternating periods of relative autonomy and general review. The supervisor generally plays a substantial role in setting objectives and organizing work.

### **SUPERVISION EXERCISED:**

#### **Direct Supervision:**

Involves scheduling, supervision and evaluation of work as an Assistant Manager or the equivalent over the first-line supervisors (and non-supervisors, if applicable). This position has significant input on personnel actions, such as hiring, terminations and pay changes.

#### **Indirect Supervision:**

Involves supervision and evaluation of work as an Assistant Manager or the equivalent.

### **CONTACTS:**

#### **Internal Contacts:**

Level of internal contact is primarily with professionals and supervisors. Interaction requires moderate tact and cooperation; e.g., scheduling and/or coordinating two personal calendars, resolving problems and/or obtaining necessary information.

#### **External Contacts:**

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction requires considerable tact and cooperation involving somewhat sensitive issues or problems.

### **PHYSICAL EFFORT:**

The position occasionally requires stooping or bending. Occasional very light lifting, such as three or four reams of papers or books (up to 20 pounds or an equivalent weight) may be required.

### **WORK ENVIRONMENT:**

There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditions.

### **PHYSICAL SKILL:**

Requires the ability to make simple gross motor responses within large tolerances.

## **MISCELLANEOUS:**

All duties and responsibilities may not be included in the above job description.

## **JOB FAMILY:**

Librarian I  
Librarian II  
Librarian III  
Librarian IV  
Librarian V  
Library Chief